



Department of ADMINISTRATIVE SERVICES Job Postings



**OFFICE OF THE CHIEF MEDICAL EXAMINER
JOB OPPORTUNITY
POSITION: LABORATORY ASSISTANT 1 (full-time)
Pathology Services, Call-in Center**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: OCME Employees Only

Location: Office of the Chief Medical Examiner (UConn Health Center Campus) Farmington

Hours: Second shift (4:30 p.m.-midnight) and third shift (midnight-8:00 a.m.) every 3rd day rotating through the 7 day week (including weekends) and some holiday coverage.

Salary: Bi-weekly salary range is \$1,303.19 - \$1,718.32 (HN11)

Closing Date: Friday, February 12, 2016

Eligibility Requirement: Eligible agency candidates must meet all minimum requirements. Agency employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties (Office of the Chief Medical Examiner): Answers incoming calls and inputs and/or edits cases into computerized system; coordinates removal, transport and release of bodies with funeral homes or hospitals; acts as liaison to police departments, hospitals and physicians; types and assembles related paperwork; checks and documents personal property and evidence; relays information to public; assists with preparing bodies for identification; may clean and sterilize glassware, utensils and laboratory instruments; may operate basic laboratory equipment; may prepare simple solutions and reagents; may be required to properly handle evidence, prepare biological samples for transportation to outside laboratories, assist with procedures in the in-house histology and anthropology laboratories and transport biological evidence to and from OCME; performs related duties as required.

Knowledge, Skills and Abilities: Some knowledge of laboratory terminology and medical terminology. Interpersonal and telephone communication skills; the ability to carry out written and oral instructions, to follow policies and procedures, and to maintain the confidentiality of private information. Must be able to use a typewriter and use a computer.

General Experience: One (1) year of work experience in a laboratory or medical setting.

Special Experience: None required.

Substitution Allowed: Graduation from high school with courses in mathematics and science may substitute for work experience.

Physical Requirement: Must be physically fit to perform some lifting. Must be willing to undergo periodic tests or immunizations for communicable diseases as necessary.

Working Conditions: May occasionally be required to lift standard laboratory equipment and supplies; may be exposed to some risk of injury from such elements as toxic vapors or broken glass and may be exposed to disagreeable conditions including communicable infectious diseases.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. *Candidates who previously applied need not apply again.*

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a completed Application for Examination or Employment (form CT-HR-12) along with a cover letter and resume.

**OFFICE OF THE CHIEF MEDICAL EXAMINER
HUMAN RESOURCES
11 SHUTTLE RD.
FARMINGTON, CT 06032
FAX: 860-679-1317
OR EMAIL ADDRESS: nnorman@ocme.org**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.